

July 1, 1999

## **CLASS SPECIFICATION**

### **SAN DIEGO CITY CIVIL SERVICE COMMISSION**

#### **HYDROGRAPHY AIDE**

##### **DEFINITION:**

Under general supervision, to maintain complex hydrographic records of water consumption and storage for the City's reservoirs; and to perform related work.

##### **\* EXAMPLES OF DUTIES:**

- Calculates and summarizes daily, weekly, monthly and annual water consumption and storage data for the City's reservoirs using standard mathematical formulas, conversion tables, probability curves and coefficients;
- Provides and explains water level and consumption information to the media, public and other agencies;
- Verifies water usage charges from the County Water Authority;
- Calculates monthly water usage and storage volumes of various water districts in San Diego County for billing purposes;
- Enters and prints hydrographic data using a computer in order to generate various statistical reports;
- Reviews statistical summaries for accuracy, identifies and corrects errors in raw data and modifies statistical data in order to maintain accurate interrelationships between various hydrologic measures such as rainfall, rain-on-surface, and run-off;
- Converts hydrologic measurements to various units such as million gallons, acre feet and hundred acre feet using standard mathematical conversion formulas.

##### **MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

One year of subprofessional engineering experience which includes six months experience calculating and summarizing complex hydrographic records on water consumption and storage.

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.